

## Investment20/20 Trainee Job Description – Candriam Client Relationship Support

### Company Overview

#### Our company

**CANDRIAM** is a European multi-specialist asset manager with a 20-year track record. CANDRIAM manages around EUR **150 billion of assets under management** as of the end of June 2021 with a team of more than 570 professionals. It operates management offices in Luxembourg, Brussels, Paris and London, and has client representatives in more than 20 countries throughout continental Europe, the United Kingdom, the United States and the Middle East. CANDRIAM offers investment solutions in several key areas: **bonds, equities, absolute performance strategies, and asset allocation**. CANDRIAM is also a pioneer and leader in **sustainable investing** with, since 1996, a broad and innovative range covering all its asset classes.

For more information see: [www.candriam.com](http://www.candriam.com)

#### Our values, our culture

Candriam – named after our values.

**Conviction** and **responsibility** are two strong values championed by Candriam, even to the extent of forming the company name: **Conviction and Responsibility in Asset Management**. Our company has a strong culture and loyal workforce.

Candriam keeps its communications, both to clients and to staff, **transparent**. We say what we think, with no beating about the bush. That's just one of the things clients like about us.

#### We're more than a job-provider, we're a career-builder

Candriam is a company that offers a true **career path**. Indeed, market growth and the expansion of our activities are a guarantee of opportunities in all our business units.

Joining Candriam today means contributing to this strong growth in the years to come, in view especially of our international ambitions.

At the job interview, the questions we put to applicants are designed to secure the profiles that best match our values. We are drawn to those who have demonstrated these values in their achievements. Candriam selects the best, as much for their skills as their personality. **Ambition** and **humility** are particularly valued by us, as they sum us up perfectly.

### Programme information

You will join as a trainee as part of the Investment20/20 programme. While we can't guarantee a permanent position at the end of the 12 month contract, it is our intention to make the offer, but this is up to how well you perform. 75% of Investment20/20 trainees are offered permanent positions.

Our traineeship will introduce you to investment management and you will gain industry knowledge, experience and develop relationships enabling you to progress your career and provide you with skills to secure a permanent role. We will support you in achieving a professional qualification if this is something you are interested in doing. As part of the Investment20/20 programme, you will have opportunities to meet and network with over 200 trainees across the industry and participate in socials and insight events. You will also be invited to attend a 'Discovering Asset Management' training session. Access to the Candriam Academy can be found [here](#)

Our trainee programme is a fixed term one year contract paying £24,000. You will receive 28 days annual leave. All roles are based in London. We will offer a sign-on bonus of £1,500 to cover a season ticket/clothes/deposit.

### **Programme Summary**

This is a programme intended to give you a breadth of knowledge and experience within the business to enable you to make informed decisions about where you would like to develop your career.

You will join the UK Distribution team which is made up of 5 Professionals who will all offer support during your traineeship. You will report to one talented member of the team. You will also have a Buddy who will be there for you for any practical questions you may have.

### **Responsibilities include**

- Support the Distribution Team with client requests
- Prepare materials for client meetings & events
- Respond to internal and external queries
- Carry out competitor analysis using various analytical tools
- Interact and manage the relationships with UK Investment Platforms

### **Requirements**

If you are a **school/college leaver or graduate** who has an interest in working within financial services and has the following attributes, we are interested in hearing from you:

- Team player, but also able to work effectively alone;
- Inquisitive and enjoy interpreting information and problem solving;
- Excellent organisational skills;
- Self-starter with a 'can do' attitude;
- A strong desire to learn;
- A good communicator, both oral and written; maintaining strong relationships both internally and externally.

### **How to apply**

Send an email to: [luxembourg\\_recruitment@candriam.com](mailto:luxembourg_recruitment@candriam.com)

***Please specify “Investment 20/20 application” in the subject***

We would be grateful if you **send us your CV, covering letter and answers to the below 3 questions**

As part of your application, please answer the below questions in 250-300 words per answer.

- Tell us about your greatest achievement.
- Tell us about the most interesting project or piece of work you have completed as part of your studies at either school/college or university. What did you have to do and what interested you most about it?
- Tell us about a financial news story that you found interesting and why?

Successful candidates will be asked for a telephone interview, and two face to face interviews.

**Key dates**

Online applications close November 7<sup>th</sup> 2021.

Start date – as soon as possible

Unsuccessful candidates will be notified by email.